

## **Fiscal Year Housekeeping - Who has district access to the Special Education web portal?**

With all the changes in personnel that occur during the summer months, now is a good time to check who in your district has access to the Special Education Web Portal.

All districts are required to have one individual assigned to the Director of Special Education login access role. This individual has access to all applications within the web portal. This includes the IDEA budgets, the Indicator 7 Child Outcomes application, the Indicator 12 summary reports, the Procedural Compliance Self-Assessment, etc.

The Director of Special Education login access role also has the ability to assign (and terminate) other users in the district access to the web portal either as District Users or Read Only Users.

To verify who in the district has access to the web portal, the individual with the Director of Special Education access role should login to the web portal and select 'Maintain User Information/Reset Password' from the Main Menu. Staff who have left the district or had a change in job responsibilities should have their access terminated by unchecking the Active User check box.

If there are other staff that should be granted access to applications within the web portal, the individual assigned the Director of Special Education access role can select 'Add New User to District User List' from the Main Menu to create an account for these additional staff.

If the individual assigned the Director of Special Education access role has left your district or had a change in job responsibilities, please contact Nancy Fuhrman at [nancy.fuhrman@dpi.wi.gov](mailto:nancy.fuhrman@dpi.wi.gov) or by phone at (608) 267-9243 so that a new individual can be assigned to this access role.